Copy Cataloging Procedures

Definition of copy cataloging:

Copy Cataloging: In Evergreen Indiana, copy cataloging means finding a matching existing cataloging record (bibliographic record) for an item in hand, editing the record as necessary to follow Evergreen Indiana cataloging rules and practices, and attaching the local holding information to the bibliographic record.

Copy Cataloging Work Flow

1. Search Evergreen Indiana for matching records and attach holdings.

2. If not found in EI, search another source via Z39.50 (i.e., OCLC, WorldCat, Library of Congress), import record, and attach holdings.

3. If a record is not found via Z39.50, notify a Evergreen Indiana Certified Cataloger (Cat-1) in your library that the record is unavailable.

Bibliographic Matching Criteria

Matching Guidelines:

- All incoming records must be an exact match for your item.

- If the piece in hand is NOT an exact match to a record in the shared catalog or external cataloging sources, a near match should NOT be brought in and altered to fit the description of the item in hand.

- If in doubt as to whether a bib record is an acceptable match, consult with a Cat-1 at your library or the Evergreen Indiana Cataloging Committee. Do not bring in a record if the Evergreen ILS notifies you that it is a duplicate based on the matching criteria within the system. If the system deems a record as a duplicate, and you feel this is in error, contact the Evergreen Indiana Cataloging Committee via the Cataloging listserv:

  evergreen_indiana-catalog@lists.in.gov

When searching Evergreen Indiana or other databases for monographic bib records, the following criteria apply. For detailed field-by-field matching, see OCLC's manual Section 4 "When to input a new record" in Bibliographic Formats and Standards at http://www.oclc.org/bibformats/default.htm or its pamphlet format: "*Differences between and changes within*: *Guidelines on when to create a new record.*" You can download the document's pdf file from ALA's website at http://www.ala.org and

follow the links to the document. The following are the guidelines for matching fields in a nutshell:

Must match:

Field	Description
010	LC Control Number
020/022 (if present)	ISBN/ISSN
024 (if present)	UPI
028 (if present)	Publisher Number
245	Title Statement
250 |a	Edition Statement
260 |b	Publication, Distribution, etc.
300	Physical Description
490 |a (if present)	Series Statement
511 (if present)	Participant or Performer
533 (in content)	Reproduction
830 (if present)	Series Added Entry – Uniform Title

More specifically the following will apply:

010 LC Control Number if present in the record.
020/022 IBSN or ISSN if present in the record and on the material.
024 UPI number if present in the record and on the material.
028 Publisher number if present in the record and on the material
245 $a Must match (esp. for books);
Note: for AV materials, check 500 notes on sources of title information if titles in 245 fields don't quite match your titles on piece in hand.
245 $b May match; matching information could be in a note.
245 $c May match; matching information could be in a note.
250 $a must match (exception:1st ed. vs. no edition statement).
260 $a should match in most cases, but change of place within the same country between printings of the same edition and variation in choice of place for items with more than one place of publication is allowed. If more than one place of publication is involved, the FIRST place on your piece should match the first place in the record.
260 $b should match in most cases, but change of publisher among parts of multipart item, variation in choice of publisher for an item having more than one publisher, and variation in choice of publisher when the publishers are part of the same organization (e.g. Puffin vs. Penguin) is allowed.
260 $c must match unless the date is in brackets or with question marks.

300 $a must match, but there are slightly varying styles of entry for multi-parts of on-going publications (e.g., 300 4 v. vs. 6 v. etc.), use best judgment or ask for help if you are not sure.
300 $b must match, but there may be slightly varying styles of entry.

300        $c   must match for AV materials. For books, if the dimension varies by a few centimeters, and that is the only difference, consider it a match.

490/8xxs $a   must match if present, but tracing can differ. Be aware of non-standard series statements.

501   "With note." Must match.

511   Performers, narrators, presenters, etc. must be same for AV materials; such information could be in a 500 note.

505   Contents must be same; but be aware of partial or incomplete contents by examining the first indicator of this formatted note field.

533   Reproduction note: Must match if present.

538   For Audiovisual materials, formats must be the same: Beta is not VHS; CD is not cassette; DVD is not videocassette. For electronic resources, System requirements should be the same.

546/041   Language note/code must be the same.

Same Publishers having different names:
Variations in publisher name may be acceptable when there is a known connection (e.g., Penguin and their children's paperback line, Puffin). Some acceptable variations of the publishers' names:

Penguin & Puffin Books
ScarecrowEducation & Rowman & Littlefield Publishing Group
HQN & Mira.
Dafina & Kensington
T Boureay & Avon
Simon & Schuster Paperbacks & Fireside
Free Press, a division of Simon & Schuster, Inc.
Checkmark and Ferguson, both imprint of Infobase

Some special cases:

1. Paperback edition vs. Hardback edition.

   You can attach a paperback item to a record for a hardback and vice versa if the binding ($c cm.) is the only difference. (Note: A paperback added to a record for a hardback edition would probably be a "Trade paperback" not a "Mass Market" one.)

2. Book club edition vs. regular edition.

   You can attach a Book club edition to a record for a regular edition if the edition statement is the only difference.

3. New binding:

Use the record if an art work date for a new binding is the only difference. There are occasions when books, particularly paperbacks, are re-released with a new cover. In such a case there is no content change.

There are other occasions when the paperback edition of a book has been rebound by another company, such as BWI, Turtleback, Paw Prints, etc., but the content of the book has not been changed and the ISBNs from the original publisher can be found in the book, usually on the verso of the title page. So that the Evergreen Indiana catalog is not cluttered with multiple records for the same book, although the binding might be different, the Evergreen Indiana Cataloging Committee recommends that the new ISBN numbers used by the company which rebound the book just be added to the original bibliographic record with the name of the company who did the rebinding in parenthesis. Here is an example of how to input the information:

020 __ 0316142174 (pbk.)
020 __ 9780316142175 (pbk.)
020 __ 0590667241 (Turtleback)
020 __ 9780590667419 (Turtleback)

4. 028 fields when matching AV material

a. For a visual item (VHS/DVD), if the number in 028 is the only difference, consider the record a match.
b. For an audio item (cassette/compact disc), if the number in 028 is clearly different, DO NOT consider the record a match.

5. Advanced Readers' copies of books published at a later date are **NOT** considered matches and should **NEVER** be added to MARC records for final version of the published materials. Advanced Readers' copies should be on their own separate bibliographic record with a 250 field indicating that it is the Advanced Reader copy. The ISBNs should be put into a 500 note so that the advanced reader copy will not be merged with the finished version of the book. (e.g. 500 $a 10-digit ISBN: [Number]; 13-digit ISBN: [Number].

When No Match is Found

If no match is found, the member may contribute bibliographic records meeting the Evergreen Indiana standards. Approved sources for contributed records may include: bibliographic utilities (such as OCLC or Library of Congress), vendors (such as Ingram, Midwest Tapes or Baker & Taylor), cataloging agents or services, or an EI Certified Cat-1 cataloger on the local staff. Records must meet the standards below. Members are responsible for ensuring they are authorized to share those records in a union catalog.

If no match is found via Z39.50, members may either contribute a stub record if they have met the criteria listed under *Ongoing – Original Cataloging*, they may use the batch importer to bring in records or create an original record. See *Types of Records* for further details and for assistance, consult with the Evergreen Indiana Cataloging listserv.

When there are multiple options for import prefer those options listed first:

> DLC records
> PCC records (with 042 field created by libraries participating in the Program of Cooperative Cataloging)
> Records having the largest number of library symbols in the 040 field
>
> In addition:
> • Learn which libraries do quality records and prefer their records.
> • Choose the record with the higher level of encoding over one with a lower level.
> • Choose the record with a complete set of access points over one without a
>   complete set.

Editing In-coming Records from Bibliographic Databases: DOS and DON'TS

In general, consider more information to be better than less information. Always feel free to add relevant information, such as content notes, to descriptive records. Always edit incorrect information in controlled headings (MARC fields 1xx, 240, 6xx, 7xx and 8xx) to match authorized headings in the LOC authority file.

Types of records to be edited in Evergreen Indiana: we ask that information not be deleted from the bibliographic record unless typos and/or coding errors are found, or according the guidelines found in the Procedure Guide. Local notes that only apply to copies at one library system should not be added to bib records. They can be put at the volume/copy level.   If a cataloger encounters records with local notes, they are encouraged to delete that information.

Evergreen Indiana requires that a member library edit an incoming record in the cases listed below if this library is the very first one to import such a record within the category:

1. Editing records with obvious typing and/or coding errors:

Check all incoming records carefully: correct obvious coding and spelling errors and supply important bibliographical information and its related MARC fields that may be missing in the record. Supply all mandatory fields (such as 245, 300, 260 fields for printed format) if they are missing. **Please contact the Evergreen Indiana Cataloging Committee if you need assistance.**

2. Editing CIP records (Cataloging-in-publication records):

CIP records are created without published pieces in hand; therefore, bibliographic information in descriptive fields in a CIP record may not be accurate or present. There are two types of CIPs: one created by DLC, the Library of Congress, and the other, by UKM, the British Library. Both DLC and UKM CIP records have an "8" in the encoding level in the Fixed Field (FF hereafter) and leave a 263 field (e.g. 263 0712) and an empty 300 field (e. g. 300 p. cm.).

Evergreen Indiana asks that the very first cataloger that adds holdings to a CIP record with the item in hand edit it according to the bibliographic information found on the piece. In other words, the information you find on the piece in hand is more authoritative than what you may find in a CIP record. If you add holdings to a CIP record and notice that the record has not been upgraded please edit the record while adding your holdings.

The only time the records should not be edited when you are adding your holdings is during cataloging freezes which have been announced by Evergreen Indiana.

CIP records can be edited either during the loading process or after they are brought into Evergreen Indiana.

You can edit all fields of a CIP record. More specifically, complete 300 and 260 and other missing data as needed and please remove field 263 if present. Correct 245 data if it differs from the piece in hand. Verify 505 table-of-content information if applicable. If you have supplied the information for the 260, 300, 245, etc., please remember to change the Encoding Level (EnLv) part of the Fixed Field from "8" which means CIP to either "K" or "I" so that the record reflects that it has been upgraded to at least one of these levels.

Note: When you remove an entire field, please remember to position the cursor in the data well of the MARC tag (e.g. 263) then click on the "Remove" button or Ctrl Delete to delete the empty field. Remember not to just remove data within the tag without deleting the tag itself.

UKM CIP records: Please always use a DLC CIP record if available. If a DLC record is not available and a UKM record is the only match, you may use it, but please remember to verify all of the information, including the forms of the names and subject headings.

3. Fields which should be deleted in Evergreen Indiana:

Use this list when transferring records into Evergreen Indiana database from a source (OCLC, etc.) outside Evergreen Indiana to determine which fields can be deleted, or when editing existing records in Evergreen Indiana.:

011 Linking Library of Congress control number [obsolete]

012 Terminal Display

016 National Bibliographic Agency Control Number

029 Other System Control Number

061 NLM Copy Statement

069 Other System Control Number [obsolete OCLC-defined field]

071 NAL Copy Statement

096 Locally Assigned NLM-type Call Number

098 Other Classification Schemes

211 Acronym or shortened title [obsolete]

212 Variant access title [obsolete]

214 Augmented title [obsolete]

241 Romanized title [obsolete]

263 Projected Publication Date (this field should be stripped when upgrading a record from prepublication-level to full-level cataloging)

350 Price [obsolete]

359 Rental Price [obsolete]

510 Citation References: Should be deleted.

590 Local notes specific to only one copy in one library.

652 Subject added entry—Reversed geographic [obsolete]

653 Index Term - Uncontrolled

654 Subject Added Entry - Faceted Topical Term

656 Index Term - Occupation

657 Index Term - Function

658 Index Term - Curriculum Objective

690 Local subject headings.

699 Added Classification Number

755 Added Entry—Physical characteristics [obsolete]

850 Holding Institution

852 Location/Call Number (defined as part of the MARC Format for Holdings so inappropriate in bibliographic records)

87x Variant Forms of Entry [obsolete]

886 Foreign MARC Information Field

890 Local Library of Congress Holdings

9xx These fields can be deleted *except for* 901, 994 and those 949 fields used for adding government documents from the Government Printing Office through the use of MARCIVE.   The 949 fields in MARC records for these government documents will appear in the following manner:

      949 __ $h SUDOC   (for government documents in print)
      949 __ $h SUDOCC   (for government documents on CD-ROM)
      949 __ $h SUDOCF   (for government documents on microfiche
      949 __ $h ONLINE   (for government documents in an online environment)

**All other 949 fields should be deleted.

Guidelines for Editing Records While Cataloging Records in Evergreen Indiana

Special situations

Monographs Cataloged as Serials: Requirements for New Records

Circulating monographs should not be cataloged as serials. For example, Fodor's travel guides come out on a yearly basis. Instead of being cataloged on a serial record, each year's volume should be on its own monographic record. The Evergreen Indiana Cataloging Committee understands that many libraries have used serial records for these titles. However, due to the fact that our patrons can only place Title level holds, it is hard for them to make sure that they are placing a hold on the correct volume when a serial record has many items attached to it. As time permits, libraries should begin to edit existing records to come into compliance with this standard.

Multi-part Monographs or DVD sets: Requirements for New Records

Multi-part Monographs and DVD sets should be cataloged on one bibliographic record. Please consult with the Evergreen Indiana Cataloging Committee if there is a need for an exception to this standard. Some examples include:

245 04 The World Book encyclopedia
300 __ 22 v. : $b ill. ; c 26 cm.

100 1_ Foote, Shelby.
245 14 The Civil War : $b a narrative / $c Shelby Foote.
300 __ 3 v. : $b maps ; $c 26 cm.

245 00 Ice road truckers. $n The complete season two $h [videorecording] /$c History Channel.
300 __ 4 videodiscs (752 min.) : $b sd., col. ; $c 4 ¾ in.

Paperbacks Cataloged on Records for Hardcover Editions

Attaching paperback items on to hardcover bibliographic records is allowed when:
- The paperback and hardcover publisher is an exact match

- The edition statement is an exact match

- The ISBN for both the paperback and the hardcover are present on the bibliographic record

- The publication date is the same

Addition of Non-Standard Series Identification

In the interests of patrons, catalogers are permitted to add series information to bibliographic records for monographs, even if the series is not established in the LOC authority file. Before adding a series entry to an Evergreen Indiana record, check the Library of Congress series authority file for an existing established form. The established form should be used, if any. If this series is not established in the LOC authority file, a local form may be established.

If the cataloger can determine the order of the books within the series as intended by the author, the number should be included on the 490 and 8xx fields. Sometimes that information is implied on the book, but often times it is not. There are several good sources to check to get the order of the books within a series. NoveList and the author's website are good sources for obtaining this information. Catalogers are strongly encouraged to add this information to the records.

A note should be placed in the 500 field indicating the source of the series and/or series numeration if these are not obtained on the title page of the book.

MARC Fields to Be Used for Evergreen Indiana Cataloging Records (All Formats):

Fixed Fields:

Fixed fields must be encoded according to MARC 21 standards. It is very important for the fields to be encoded accurately, because Evergreen relies on this data for search filters and to display the correct icons for materials in the OPAC. The search filters will not work, and the incorrect icon will display if the fields are not encoded properly.

Here is a list of the the fixed field codes generally used for monographs:

Element	Definition	Code	Code Definition
Type	Type of record	a	Language material
ELvl	Encoding level	Blank	Full record, derived from physical inspection of the cataloged item. Record created by Library of Congress (LC), Nation Library of Canada (NLC), British Library (BL), National Library of Australia, or the National Serials Data Program (NSDP)
ELvl	Encoding level	I	Full record, derived by physical description of the cataloged item. Record created by other libraries
Source	Cataloging Source	Blank	Library of Congress (DLC)

	(Creator of the original cataloging record)		
Source	Cataloging Source	b	National Library of Medicine (NLM)
Source	Cataloging Source	d	Non-LC Cataloging (other libraries)
Audn	Target Audience		See the Evergreen Indiana Standards listed in the chart under Audience Field in the Fixed Fields for detailed information
Ctrl	Type of Control	Blank	No specific type of control (i.e. not archival)
Lang	Language	eng (for English)	Lang are in the fixed fields contains a three-letter code for the language of the work. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/languages/
BLvl	Bibliographical level	a	Component, monograph (a bibliographic unit contained in another bibliographic unit such as a short story in a collection of short shorts can be cataloged separately)
BLvl	Bibliographical level	b	Component part, serial (an issue of a journal with a specific theme which can be cataloged separately)
BLvl	Bibliographical level	m	Monograph
BLvl	Bibliographical level	s	Serials
Form	Form of Item	Blank	None of the following (see forms below) or not applicable (if dealing with the original printed books)
Form	Form of Item	a	Microfilm
Form	Form of Item	d	Large print
Form	Form of Item	b	Braille
Form	Form of Item	r	Regular print reproduction (for example, a photocopy)
Form	Form of Item	s	Electronic
Conf	Conference Publication (one-character code that indicates whether the item consists of proceedings, reports or summaries of a conference	0	Not a conference publication
Conf	Conference Publication	1	Conference publication
Biog	Biography	a	Individual autobiography
Biog	Biography	c	Collective biography or autobiography (i.e. Who's Who)
Biog	Biography	d	Contains biographical information (has to be part of the text, not just the author's info from the dust jacket.
Biog	Biography	Blank	Not biographical material
MRed	Modified Record Code	Blank	Record not modified
Ctry	Country of Publication, Production or Execution	inu (Indiana)	CTRY contains a two- or three-character code that represents the state of country of publication. Needs to match the first city in the 260 field. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/countries/
Cont	Nature of Contents (up to 4 codes can be used, recorded in alphabetical	a	Abstracts/Summaries (entire publication is a compilation of abstracts or summaries)

	order		
Cont	Nature of Contents	b	All or part of the item is a bibliography (on a specific topic) or contains bibliographies. (If the item contains bibliographical references, the bib record needs a 504 field.
Cont	Nature of Content	c	Catalog (entire publication is a catalog)
Cont	Nature of Content	d	Dictionaries (entire publication is a dictionary; also used for Glossaries and Gazetteers)
Cont	Nature of Contents	e	Encyclopedias (entire publication is an encyclopedia)
Cont	Nature of Contents	f	Handbooks (entire publication is a handbook to a specific topic)
Cont	Nature of Contents	g	Legal articles
Cont	Nature of Contents	i	Indexes (Item is an index or contains an index to bibliographical material other than itself)
Cont	Nature of Contents	j	Patent document
Cont	Nature of Contents	k	Discographies
Cont	Nature of Contents	l	Legislations (the item is or contains full or partial texts of enactments of legislative bodies or texts of rules or regulations issued by executive or administrative bodies)
Cont	Nature of Contents	m	Theses (Item is a theses, dissertation or work identified as having been created to satisfy the requirements for an academic certification or degree)
Cont	Nature of Contents	o	Reviews (Publication is a book review is primarily a compilation of books reviews)
Cont	Nature of Contents	r	Directories (entire publication is a directory)
Cont	Nature of Contents	s	Statistics (entire publication is a compilation of statistical data)
Cont	Nature of Contents	Blank	No specific nature of content (the nature of the contents does not need a special code)
Gpub	Government Publication Codes	Blank	Not a government publication
Gpub	Government Publication Codes	f	Federal/National (jurisdictional level)
Gpub	Government Publication Codes	i	International intergovernmental
Gpub	Governmental Publication Codes	l	Local
Gpub	Governmental Publication Codes	S	State, provincial, territorial, etc. (can be used for a State University publication)
LitF	Literary Form	0	Not fiction (recommended)
LitF	Literary Form	1	Fiction (in the generic sense, recommended)
LitF	Literary Form	c	Comic strips (obsolete; do not use; see Cont 6)
LitF	Literary Form	f	Novels
LitF	Literary Form	i	Letters
LitF	Literary Form	j	Short Stories
LitF	Literary Form	p	Poetry
Indx	Index (indicates whether the work contains an index to its own contents)	0	No index
Indx	Index	1	Book contains an index or multiple indexes
Desc	Description Cataloging	a	Evergreen Indiana requires that library use

	Form		Descriptive Cataloging Form A (Record follows AACR2)
Fest	Festschrift (a collection of two or more essays published in honor of a person, an institution, or a society	0	Not a festschrift
Fest	Festschrift	1	Festschrift
DtSt	Type of Date	s	Single known date/probable date
DtSt	Type of Date	m	Multiple dates (used for multivolume sets not published at once)
DtSt	Type of Date	q	Questionable date (a range of years is the only date that can be specified (i.e. between 1970 and 1979)
DtSt	Type of Date	r	Reprint/reissue and original date of publication
DtSt	Type of Date	t	Publication date and copyright date
Dates	Date 1, Date 2		"Dates" represents two elements: Date 1 and Date 2. Each date consists of four digits, and the dates are separated by a comma. The contents of DATE 1 and DATE 2 depend upon the value of the "DtSt" (Type of Date) code. Only numbers, blanks and the letter "u" are accepted **Examples:** DtSt: s Dates: 1976, **(Note: do not retain the copyright symbol in the fixed field for c1976)** 260 __ Boston : |b Macmillan, |c c1976. **(Copyright date from publication)** DtSt: m Dates: 1976,1978 260 __ Boston : |b Macmillan, |c 1976-1978. 300 __ 2 v. ; |c 25 cm. DtSt: q Dates: 1970,1979 260 __ Boston : |b Macmillan, |c [197-]. DtSt: r Dates: 1976,1970 260 __ Boston : |b Macmillan, |c 1976. 500 __ Originally published: Bloomington : Indiana University Press, 1970. DtSt: t Dates: 1976,1975 260 __ Boston : |b Macmillan, |c 1976, c1975.

Please note that in Evergreen Indiana:
 "Desc: a" Required.
 "Enc_Lvl: "k" or higher Required.

Audience Field in the Fixed Field in Evergreen Indiana

Because of the search filters, entering a value in the Audience field is required for all new records added to Evergreen Indiana, not optional. When adding holdings to existing records, remember to check that the fixed fields are correctly coded, and add a value to the Audience field if none is there. The codes for the Audience field are also tied to the 521 Audience field in the variable fields in the MARC record as well. The rules for using the codes for the audience field are as follows:

ꞓ **Unknown or unspecified**. A blank audience field indicates unknown or unspecified. The target audience for the item **not** known or **not** specified. EI: Unspecified should not be used.

a **Preschool**. The item is intended for children, approximate ages 0–5 years. EI: Should be used for board books.

b **Primary**. The item is intended for children, approximate ages 6–8 years.

c **Pre-adolescent**. The item is intended for young people, approximate ages 9–13 year. EI: Fields a, b, and c indicate specific age groups for children. Please use these if a target audience is indicated on the item. If no age is indicated, use of a, b, and c is optional, except for board books, and j may be used for juvenile materials.

d **Adolescent**. The item is intended for young people, approximate ages 14–17 years. EI: This should be used for young adult/teen items.

e **Adult**. The item is intended for adults. EI: This should be used for books and audiobooks in adult collections. e should also be used for Rated R and Unrated movies. Movies which are Not Rated, as opposed to Unrated, may be assigned an audience as appropriate. e also may be appropriate for music with adult language and content.

f **Specialized**. The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:

- Items which address a limited audience, e.g., the employees of a single organization.
- Technical software or sound recordings geared to a specialized audience.
- Training films intended for the special education of the physically or mentally handicapped.

g **General**. The item is of general interest and **not** aimed at an audience of a particular intellectual level. Use for items that are **not** covered more appropriately by the other codes. EI: g is used for movies rated g, pg, and pg-13. Most music, unless aimed at a specific audience or containing adult material, will also get a designation of g.

j **Juvenile**. The item is intended for children and young people, approximate ages 0–

15 years. Use when a more specific code for the juvenile target audience is **not** desired. EI: Use for juvenile materials without a specific target audience.

The filters for item form, item type, literary form, and language also depend on proper encoding of the corresponding fields in the fixed fields.

Please refer to the following site as a useful reference when encoding fixed fields: http://www.oclc.org/bibformats/en/fixedfield/default.shtm

Variable Fields:

020 ISBN

The ISBN (International Standard Book Number) is required if found on the item. If the item you are cataloging has both the ISBN-10 and the ISBN-13 on it, please record both numbers in separate 020 fields. If the record in Evergreen Indiana only has the ISBN-10 and you can find the ISBN-13 on the materials being cataloged or through another source, such as OCLC, please add it to the record as both are valid.

The price of the materials should never be added to the 020 field, either in the subfield c, where it would appropriately belong, or mistakenly to the subfield a. Because the price paid by the member libraries may not always be the same, the MARC record should not be used to record prices for any item. If your library needs to record the price in Evergreen Indiana, it should be recorded in the proper place in the Copy Editor when creating or editing your item records. When importing or editing records in Evergreen Indiana, please delete any prices found in the 020 field.

Dealing with irrelevant ISBNs/Secondary ISBNs in records

Because different items may share the same ISBN numbers, Evergreen Indiana catalogers are encouraged to put a subfield $z in front of an irrelevant or secondary ISBNs to avoid mis-matching or linking to wrong art work. Typical irrelevant/secondary ISBNs can be found in the following situations:

ISBNs for large print editions in records for regular editions
ISBNs for AV materials in records for printed materials, etc.
ISBNs added from a paperback edition to a Hardback edition record or from Book Club edition to a regular edition, and vice versa.
ISBNs linked to wrong art work.
ISBNs already used in existing records

Adding additional ISBNs to matching records

Sometimes additional ISBNs exist on items that are not in the bib record and need to be added. For instance, if you have attached a paperback item to a hardback record or vice versa and the ISBN on your piece in hand is missing from the record, please add the number in subfield a of a different 020 field.

100 Personal Author Main Entry. Required if found on piece. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

245 Title

> $a Mandatory.
> $b Required if found on piece.
> $c Required if applicable.

A General Material Designator (GMD) is added to titles to indicate the type of material the catalog record describes. It is included in 245 subfield h in lowercase letters and enclosed in square brackets [ ]. Generally, it should come immediately after the subfield a, but may follow subfields p or n in cases where those are part of the title proper (see the examples below).

Evergreen Indiana catalog records should include only those General Material Designators (GMD) approved in the AACR2 for the US, found in list two under rule 1.1C2.

Here are some of the common types of items cataloged in Evergreen Indiana and their GMD as taken from list two:

Type of materials	GMD
Books on CD	[sound recording]
Musical CDs	[sound recording]
DVD	[videorecording]
VHS tapes	[videorecording]
CD-ROM	[electronic resource]
Software	[electronic resource]
Playaway	[electronic resource]
Kits	[kit]

*Please note that [large print], [book], [book on CD] and [DVD] are NOT included in the list of AACR2 General Material Designators. If found on records in EI, these should be corrected.

Examples:

245 00 $a Four small dances $h [sound recording] ; $b and, Six Hungarian folksongs

245 00 $a Jim Henson's Fraggle Rock. $n The complete final season $h [videorecording] / $c Jim Henson Television.

245 00 $a Go Diego Go! $p Diego's arctic rescue $h [videorecording] / $‡cNick Jr. Productions ; Nickelodeon.

250 Edition statement

Mandatory if found on piece. Use approved AACR2R abbreviations:

250   1st ed., 2nd ed., 3rd ed., Rev. ed., etc. (not First Edition, Second ed…)

260 Publishers Information

$a Mandatory
$b Mandatory
$c Mandatory

Use AACR2R abbreviations for names of states/provinces **if they are spelled out in full on piece:**

On piece: Hollywood, California.
On record: 260 __ Hollywood, Calif.

Use the U.S. Postal Codes for the states/provinces **if they appear in that form on the materials being cataloged:**

On piece: Hollywood, CA
In record: 260 __ Hollywood, CA

For a list of abbreviation of states/provinces' names: see AACR2R Appendix B14.

Helpful link for the AACR2 abbreviations and Postal Code:

http://www.itcompany.com/inforetriever/cat_260a.htm

Published Materials:

If place of publication is unknown, use [S.l.]:

260 [S.l.] : $b LRS, $c 2000.

If publisher is unknown, use $b [s.n.]:

260   Mukilteo, WA : $b [s.n.], $c 2000.

If both place of publication and publisher are unknown, use:

 260 [S.l. : $b s.n.], $c 2000.

If dates are unknown, make a guess based on information you may find on the item and put it in brackets.Examples:

260 Mukilteo, WA: $b LRS, $c [2000]

260 [S.l. : $b s.n., $c 2000?]

260 Mukilteo, WA : $ LRS, $c [198u?]

260 Mukilteo, WA: $ LRS, $c [19uu?]

260 Mukilteo, WA : $ LRS, $c [1980-1990?]

260 Mukilteo, WA : $ LRS, $c [-1980?]

260 Mukilteo, WA : $ LRS, $c [1980-?]

Unpublished/locally assembled materials:

Enter only subfield $c date, either real or estimated, in 260 field as follows:

260 $c 2000.
260 $c [2000?]
260 $c [2000-]

300 Physical description

Mandatory (except for Vertical files)

$a. For unpaged books, follow LC practice:

300   1 v. (unpaged)

For materials with irregular paging numbers or with different numbering systems:

300   1 v. (various pagings)

For printed materials with text only on one side of a page, use leaves instead of pages
300   345 leaves

$b. Illustrations:

If all color:

300   45 p. : $b col. ill. ; $c 22 cm.

If some color some blank and white:

300   45 p. : $b ill. (some col.) ; c 22 cm.

490/8xx series fields

Mandatory if applicable.

Evergreen Indiana follows the policy established by the Program for Cooperative Cataloging (PCC) which went into effect on October 24, 2008.

This policy states that the 440 field is obsolete. Series statements should now be transcribed in the 490 field as the series appears on the material being cataloged following the definitions as defined below by the PPC.

490 Field 1st Indicator: Series tracing policy
The 1st indicator of the 490 field indicates if the series has no corresponding added entry (not traced) or the series has a corresponding 800-830 series added entry field (series traced differently).

0 - Series not traced

If no series added entry is desired for the series, use the 490 0_ format. Example:

490 0_ $a Pelican books

[No 800-830 field in record.]

1 - Series traced

When value 1 is used, the appropriate field 800-830 is included in the bibliographic record to provide the series added entry.

440 _0 Rulers, scholars, and artists of the Renaissance (Obsolete way of transcribing the series)

The obsolete 440 series statement shown above should now be changed to the 490/8xx tagging as shown below:

490 1_ Rulers, scholars, and artists of the Renaissance
830 _0 Rulers, scholars, and artists of the Renaissance.

Even though the two fields are now identical, they should both appear in the MARC record.

490 1_ Irish trilogy
800 1_ Roberts, Nora. $t Irish trilogy.

When importing a new record into Evergreen or when adding your holdings to a bibliographic record already in the system, catalogers should edit the MARC record to make sure that the obsolete 440 tags have been changed according to the procedures established above.

Please check the authority files at LOC or OCLC for an established series title. If not found, check the Evergreen Indiana database to see if the series has already been established. If so, make the 8xx field match the established series. If the series has not been established in Evergreen Indiana, but should be traced, please establish the series by using other series already established as guidelines. Series that have variations in the title or series written by a single author should be traced. Since our patrons might want the works in that series in another format, such as audiobook or large print, the established 8xx field should be added to all manifestations of the work.

The Evergreen Indiana Cataloging Committee decided to change the policy for cataloging series with numeration due to the fact that patrons can better determine the order of the books within series if the numeration is recorded in the same way for all series. When adding numbering for series in Evergreen Indiana in the 490 field,

catalogers should transcribe the series and its numbering scheme as it appears on the material being cataloged. However, in the 8xx fields the cataloger should add the numbering scheme to the subfield v of the 8xx field so that the computer can arrange the series in numerical order. To do this, catalogers should only add the numbers as they appear on the materials being cataloged without any added information such as bk. vol., no., or # (number sign) preceding the number. For number 1-9, please add the 0 before the number so the computer will put the parts of the series from 1-9 ahead of the 11th item in the series.

> 490 1_ The Baby-sitters Club ; $v #11.
> 800 1_ Martin, Ann A., $d 1955- $t Baby-sitters Club ; $v 11.
>
> 490 1_ The 39 clues ;$v bk. 9
> 830 _0 39 clues ;$v 09.

Since it is really useful to patrons, Evergreen Indiana catalogers are encouraged to add the numeration for un-numbered series in square brackets in the 490 0_ and the 490 1_ fields and without the brackets in the 830 _0 field. This will help our patrons read the books in the order in which the author intended the books to be read. In order to find the correct sequence for the series if it is un-numbered, you may check other resources, such as NoveList or the author's website. Please remember if you add the numeration for these un-numbered series, you should also add a 500 note stating where the information was found. Example:

> 490 1_ $a Danger zone ; $v [1]
> 500 $a Series numeration taken from NoveList.
> 800 1_ $a Gilman, David. $t Danger zone ; $v 01.

Some publishers have been known to change the name of the series even though there are no other changes for the book, including the ISBN, publishing information, and pagination. In those cases, please include both series in the 490 and 830 fields. There should also be a 500 note in the record as well that states the book may be published under either series name. Here is the example.

> 490 1 Hello reader
> 490 1 Scholastic readers
>
> 500   Book may be published under either series name.
>
> 830 0 Hello reader.
> 830 0 Scholastic reader.

For further examples on creating the 490 and 8xx fields, refer to the following links:

http://www.loc.gov/catdir/pcc/Field440.pdf
http://www.loc.gov/marc/bibliographic/bd490.html

504 Bibliographical Notes Field

Mandatory if the information is contained in the material being cataloged. The information should be transcribed according to Library of Congress policy.

In legacy records, the bibliography might appear as:
504 __ Bibliography: p: 129-135.

However, the current practice by the Library of Congress is to transcribe the information in the following way:

504 Includes bibliographical references (p. 129-135).

505 Content Notes

Optional, except for collections such as short stories, music sound recordings, etc. Evergreen Indiana encourages catalogers to put 505 contents notes into bibliographical records such as song contents in songbooks and short stories or plays in anthologies. This will make more obscure titles become searchable via keyword in Evergreen Indiana and will help our patrons.

A typical 505 field:

505 0_ Dying for franjibelle -- Tug of war -- The joyride -- The secrets of lizard magic -- The street boy -- The glass room -- You must, you must, you must -- Satanium -- Behind the mirror -- The path.

521 Audience field

Optional, but the cataloger is strongly encouraged to use this field in tangent to the Audience field in the Fixed Fields. See Section on **Audience Field in the Fixed Field in Evergreen Indiana.**

Information which is tied to the suggested age level, reading level and ratings standards for the material being cataloged cataloged should be recorded in the 521 audience field. If 521 field is entered in the record,the Audience code in the Fixed Fields and should be entered into bibliographical records must correspond with the information in the 521.. See **Fixed Fields.**

The first indicator in the 521 field indicates the information to be recorded in the field.

First Indicator

Display constant controller

\# (blank) - Audience
0 - Reading grade level
1 - Interest age level
2 - Interest grade level
3 - Special audience characteristics
4 - Motivation/interest level
8 - No display constant generated

When the audience information is displayed on the material being cataloged, the information should be recorded in the 521 field and the Audience code in the Fixed Fields should follow Evergreen Indiana procedures. For example:

On book: Ages 3-5 years   521 1_ 3-5 years.   Audience code: a
On book: Grades 6-9.   521 2_ 6-9.   Audience code: c

When cataloging DVDs or Videos the 521 field is the place to record the MPAA rating given the material being cataloged. These ratings include the following: G, PG, PG-13, R, Unrated and Not Rated. The cataloger is strongly encouraged to enter the rating system from another country as well if that rating is on the DVD or video packaging. Here are some examples:

521 8_ MPAA rating: PG.
521 8_ Canadian movie rating: G.
521 8_ MPAA rating: R.
521 8_ Unrated.
521 8_ Not rated.

The ratings in the 521 8_ code for DVDs and videos are tied to the Audience code in the Fixed Fields. In Evergreen Indiana materials rated G, PG and PG-13 should have a "g" in the Audience code in the Fixed Fields. DVDs and videos rated R or Unrated should have an "e" in the Audience code in the Fixed Fields. DVDs and videos that are not rated will need to have the Audience code reflect the interest level for which the materials are intended. For example, a DVD entitled *Charlie Brown's Thanksgiving* might have a 521 8_ Not rated, but have a "g" in the Audience code. Or the movie *Schindler's list* might have a 521 8_ Not rated, but have an "e" in the audience code. The cataloger will have to make a judgment call based on the intended audience of the item and the use of the Audience codes in Evergreen Indiana. See **Fixed Fields**.
For more information, please refer to the following link:

http://www.loc.gov/marc/bibliographic/concise/bd521.html

Lexile Measurements

On October 1, 2009, the Evergreen Indiana Cataloging Committee approved adding the Lexile measurements to the MARC records. These are measurements which are assigned

to the title and ISBN of a specific book. Lexile Measurements are constant, even though reading programs which are based on them may change point values. Hence, the Lexile measurement themselves may be added to the MARC records, but the reading program information may not be added. (See the note on the 526 Study Program Information Note field, Evergreen Indiana Procedures Guide, p. 2.20).

The Lexile measurements for a title and specific ISBN may be found on the MetaMetrics, Inc. website. The following link can be used to get to the search screen in order to find the Lexile measurements for specific titles and their associated ISBN.

http://www.lexile.com/about-lexile/How-to-get-lexile-measures/

The 521 Audience Field is the appropriate place to enter Lexile measurements. Here are some examples of to do this:

521 8_ $a 890 $b Lexile.

521 8_ $a 690 $b Lexile.

521 8_ $a 440 $b Lexile.

Since the Lexile measurement is tied to a specific title and associated ISBN, the number for the measurement number should NOT be copied to another MARC record for the title. Each edition of the book may have its own Lexile measurement.

526 – Study Program Information Note

At the March 9, 2009 meeting of the Evergreen Indiana Cataloging Committee it was decided to abandon the practice of using the 526 Study Program Information Note. Since there is no one single reading program in use throughout the State of Indiana with the same reading levels and points values, the Cataloging Committee felt that any information input into this field could be inaccurate and misleading to the patrons in all of the libraries which are members of the Evergreen Indiana. The Cataloging Committee has recommended that any fields containing information on Accelerated Reader or Reading Counts should be deleted from the MARC records when catalogers are editing these records. At present time the information may be found in the 526 tag as well as in some 590 and 650 tags. Please delete these fields from the MARC records.

586 Awards Note:

The 586 field is used to record awards associated with the item being cataloged. The Evergreen Indiana Cataloging Committee encourages the use of this field since it

enhances the information in the MARC record. Please see the examples below as guides for inputting the information in the 586 field.

1st Indicator

Display constant controller. This is a code that can tell an ILS what display constant (description of the tag) to display.

> **Awards**. The value that generates the display constant *Awards:*.
>
> ♭ 586   Academy Award, 1987: Best Picture; Best Director, Best Actor (name of actor).
>
> **No display constant generated**. The value that specifies that a display constant is
> **8** **not** generated.
>
> 586 8   "Emmy Award, 1980/81: Best Classical Program in the Performing Arts.

2nd Indicator

Undefined. The 2nd indicator position is undefined and (♭).

> ♭ **Undefined**

Subfields
‡a Awards note The entire text of the note.

586   Caldecott Medal, 1979
586   National Book Award, 1981
586   Pulitzer Prize for Nonfiction, 1981

‡3 Materials specified the part of the described materials to which the field applies.

6xx Subject Heading Fields:

Evergreen Indiana Certified Catalogers (Cat-1) are required to use at least one established (LCSH) heading in each bibliographic record.

Adding Library of Congress Subject Headings:
Catalogers are encouraged to add additional subject headings. Records of other formats of the titles (i.e. audiobooks, large print, etc.) can be a good source for additional subject headings.
.

Adding Subject Headings from other subject heading thesauri:

Catalogers are not required to include additional subject headings from lists of other subject headings, such as Annotated Children's, MESH, Sears, Bilindex (Spanish subject

headings), or larpcal (Portuguese subject headings), but may if they choose to do so. However, once these subject headings have been included, please leave them in the MARC records as they do enrich the Evergreen Indiana database for keyword searching. Some of the libraries do have patrons who use these extra subject headings in addition to those validated by the Library of Congress.

Local subject headings and other local practices:
No information of a strictly local nature should be added to any bibliographic record. Such data may include gift or donor information, information about the physical condition, information about the binding, location about an item, access restrictions, etc. Such local information can be put at copy level via the "Copy Note" function on the Copy Editor Screen. If any such information *is* discovered in a bibliographic record, it should be removed since it would not be possible to determine to which copy/ies it might apply. If the person who makes the discovery does not possess an authorization level that allows for such deletion, it should be reported to the library's Cat-1 or to the Evergreen Indiana Cataloging Committee if further assistance is needed.

Local authors, artists, musicians, actors: You may add the subject headings for Indiana authors, Indiana actors, Indiana musicians, etc. to in-coming records for materials falling into this category in the following manner:

650 0 Authors $z Indiana.
650 0 Musicians $z Indiana.
650 0 Actors $z Indiana.
650 0 Artists $z Indiana.

You may also add subject headings for these same categories for authors who live or have lived in your county or city in the following manner:

650 0 Authors $z Indiana $z Hendricks County.
650 0 Authors $z Indiana $z Plainfield.

655 Genre Headings

Adding Genre Headings are optional, but strongly encouraged. Evergreen Indiana Catalogers should consult the genre headings lists created by the Library of Congress.

A useful list of genre headings:
http://www.hahnlibrary.net/libraries/formgenre.html

Link to GSAFD Genre headings:
http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19

Link to OCLC MARC 21 standards for using Genre headings:

http://www.oclc.org/bibformats/en/6xx/655.shtm

7xx Added Entry Headings

Required if found on material being cataloged. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

http://authorities.loc.gov/

8xx Series Added Entries

Required if applicable. See the procedures under the **490/8xx Series fields.**

856 Electronic Location/Access

In Evergreen Indiana, the 856 Electronic Location and Access field in optional, but catalogers are encouraged to add this information to the bibliographic records since this is a linking field which allows patrons to use the MARC record to access other information on the World Wide Web by clicking on the link**.** Please check any links to make sure they work**.**

Enter in the 856 field he information required to locate and access an electronic item. Use field 856 in a bibliographic record to link to an electronic resource or a subset of. In addition, use field 856 to locate and access an electronic version of a non-electronic resource described in the bibliographic record or a related electronic resource.

Repeat field 856 when the location data elements vary (the Uniform Resource Identifier or URI in subfield ‡u or subfields ‡a, ‡b and ‡d, when used) and when more than one access method is used. Repeat field 856 also when different portions of the item are available electronically, mirror sites are recorded, different formats/resolutions with different URIs are indicated and related items are recorded.

1st Indicator
Access method. The access method to the electronic resource. If the resource is available by more than one access method, repeat the field with data appropriate to each method. The methods defined are the main TCP/IP (Transmission Control Protocol/Internet Protocol) protocols.

When recording a URI in subfield ‡u, the value corresponds to the access method (URI scheme) which is also the first element in the URI string.

ƀ   **No information provided**. No information about the access method is provided.

0   **E-mail**. Access to the resource is through e-mail. Include information on subscribing to an electronic journal or electronic forum through software intended to be used by an e-mail system.
856 0   ‡u mailto:ejap@phil.indiana.edu ‡i ejap subscription

1   **FTP**. Access to the resource is through File Transfer Protocol (FTP).
856 1   ‡u ftp://path.net/pub/docs/urn2urc.ps

2   **Remote login (Telnet)**. Access to the resource is through remote login (Telnet). You may include information in the subfields to enable users to connect to the resource electronically. (This is equivalent to a URI telnet: scheme.)
856 2   ‡u telnet://pucc.princeton.edu ‡n Princeton University, Princeton, N.J.

3   **Dial-up**. Access to the electronic resource is through a conventional telephone line (dial up). Use subfields to record information that may enable the user to connect to the resource.
856 3   locis.loc.gov ‡b 140.147.254.3 ‡m lconline@loc.gov ‡t 3270 ‡t line mode (e.g., vt100) ‡v M-F 6:00 a.m.-21:30 p.m. USA EST, Sat 8:30-17:00 USA EST, Sun. 13:00-17:00 USA EST

4   **HTTP (Hypertext Transfer Protocol)**. Access to the electronic resource is through Hypertext Transfer Protocol.
856 40 ‡u http://jefferson.village.virginia.edu/pmc/contents.all.htm

7   **Method specified in subfield ‡ 2**. Access to the resource is through a method other than the defined values and for which an identifying code is given in subfield ‡2.
856 7   ‡3 b&w film copy neg. ‡d dag ‡f 3d01926 ‡2 file

2nd Indicator

Relationship. The relationship between the electronic resource at the location identified in field 856 and the item described in the record as a whole. Use subfield ‡3 to provide further information about the relationship if it is **not** a one-to-one relationship.

ꞵ   **No information provided**. No information is provided about the relationship of the electronic resource to the bibliographic item described by the record.

0   **Resource**. The electronic location in field 856 is for the same resource described by the record as a whole. In this case, the item represented by the bibliographic record is an electronic resource. If the data in field 856 relates to a constituent unit of the resource represented by the record, use subfield ‡3 to specify the portion(s) to which the field applies. The display constant *Electronic resource:* may be provided.
245 10 Proceedings of the Seminar on Cataloging Digital Documents, October 12-14, 1994 ‡h [electronic resource] / ‡c University of Virginia Library, Charlottesville, and the Library of Congress
856 40 ‡ u http://lcweb.loc.gov/catdir/semdigdocs/seminar.html

1   **Version of resource**. The location in field 856 is for an electronic version of the resource described by the record. In this case, the item represented by the bibliographic record is **not** electronic, but an electronic version is available. If the data in field 856 relates to a constituent unit of the resource represented by the record, use subfield ‡3 to specify the portion(s) to which the field applies. The

display constant *Electronic version:* may be provided.

245 00 American quarterly.

856 4 1 ‡ u http://muse.jhu.edu/journals/american_quarterly/

Related resource. The location in field 856 is for an electronic resource related to the bibliographic item described by the record. In this case, the item represented by the bibliographic record is **not** the electronic resource itself. Use subfield ‡3 to further characterize the relationship between the electronic item identified in field 856 and the item represented by the bibliographic record as a whole. The display constant *Related electronic resource:* may be provided.

2 Limit use to electronic resources that have a specific bibliographic relationship to the resource described in the body of the record. This would include links to such resources as a finding aid for an archival collection or the Web site of a musical group on a bibliographic record for a sound recording. This would **not**, however, include Web sites that have merely a general subject relationship to the resource.

245 00 ‡ k Papers, ‡ f 1932-1970 ‡ g (bulk 1932-1965)

856 4 2 ‡ 3 Finding aid ‡ u http://lcweb2.loc.gov/ammem/ead/jackson.sgm

245 10 White blood cells ‡h [sound recording] / ‡ c the White Stripes.

856 4 2 ‡ 3 Song lyrics ‡ u http://www.whitestripes.com/discs/wbc.html

8 **No display constant generated**. The value that specifies that a display constant is **not** generated.

One of the ways of using the 856 tag is to provide book trailers to the records in order to enhance the content of those records. These book trailers may be professionally made or created by a library. The Evergreen Indiana Cataloging Committee has approved the use of the 856 for book trailers. Here is an example of how to add book trailers to bib records:

856 42 $3 Book trailer $u http://www.youtube.com/watch?v=BIQ4NunVFnc

Also consult the following resources:

http://www.oclc.org/bibformats/en/8xx/856.shtm
http://www.loc.gov/marc/bibliographic/bd856.html

Large Print materials in Evergreen Indiana

When adding large print materials, you will need to add a large print statement to the 300 field (after the pagination) as well as including a genre heading of "Large type books."

245 10   Against medical advice : $b a true story

300   xii, 348 p. (large print) ; $c 25 cm.

655 _7 Large type books. $2 lcgft

If applicable, you may also include an edition statement (250 field) indicating that the item is a large print edition:

250 __ Large print ed.

Since Evergreen displays the 300 field in the search results (and will also display the edition statement, if present), it is not necessary to add any GMD information, (i.e., $h[text (large print)]) to the 245 field, and such GMD fields should be deleted from existing records.   A patron will easily be able to tell which item is the large print version.

Remember to add "d" to the fixed fields entry labeled "Form." This indicates that the item is large print and is required for filtered searching. If the "d" is not present, the item will not appear in a search that has been filtered to show only large print items.

Foreign Language Videos and DVDs in Evergreen Indiana

The Evergreen Indiana Cataloging Committee has established the following procedures for cataloging foreign language videos and DVDs: The 245 $a should contain the title of the film as it is reflected on the DVD or video container. Whether the title on the container is in English or in the foreign language, this will be the title by which the film is most commonly known in the United States. Hence, the cataloger should use the title on the container as the title proper and transcribe it in the 245 $a. The parallel title should be transcribed in the 245 $b. A 246 should be added to the MARC record for the parallel title and a 500 note should be added to the record of the source from which both of the titles were taken. Here are some examples:

245 00 Life is beautiful $h [videorecording] = $b La vita è bella

246 30 Vita è bella

500 __ Title from container; parallel title from title frame.

245 00 Chocolat $h [videorecording] = $b Chocolate

246 30 Chocolate

500 __ Title and parallel title from container

Digital Copy Discs for Books on CD and DVDs in Evergreen Indiana

If the DVD or the book on CD comes with a **one-time only** downloadable disc, please pull that disc from the packaging and do not include it in the MARC record.

Here is an example: A DVD arrives in the library. The first disc is the movie itself and all of the special features. The second disc contains a copy of the movie which can be downloaded one time onto a computer or MP3 player. The second disc should be pulled from the container.

The 300 field of the MARC record for this DVD should be the following:

300 __ $a1 videodisc (102 min.) :$b sd., col. ;$c 4 3/4 in.

This same process should be used when a book on CD comes with a **one-time only** downloadable disc of the book or another book to a computer or a MP3 player. The disc containing the one-time only downloadable book should be removed from the packaging and should not be indicated in the MARC record. A book on CD arrives in the library. The first 11 discs contain the sound recording of the book on CD. There is a 12th disc which the cover indicates is the **one-time only** downloadable copy of the book for a MP3 player plus an excerpt from another book by the author. That disc should be pulled from the container.

The 300 field of the MARC record for this book on CD should be the following:

300 __ $a11 sound discs : $b digital ; $c 4 ¾ in.

 If the digital disc for this book and/or another book can be downloaded **more than once**, please keep the disc with the packaging and record its existence in the MARC record.

Monthly Comics in Evergreen Indiana

In order to help our patrons find comic books that are published monthly, these items should be cataloged like other monthly periodicals. A record for each new title should not be added to the catalog, and holdings for individual issues should be attached to the title record.

Here is an example of the MARC record for such a comic:

245 00 $a Superman : $b world of new Krypton.

260 __ $a New York : $b DC Comics, $c 2009-

300. __$a v. : $b col. ill. ; $c 29 cm.

310 __ $a Monthly

362 0_ $a No. 1 (May, 2009)-

500 __ $a Title from indicia.

650 _0 $a Comic books, strips, etc.

650 _0. $a Superman (Fictitious character) ‡vComic book, strips, etc.

710 2_. $a DC Comics.

For information on how to add each issue as a volume, See Chapter 23 in the Evergreen Indiana Training Manual for Adding Magazine Issues)

Cataloging Book Club Sets in Evergreen Indiana

Several libraries maintain collections of multiple copies of books to be used by book clubs. These may be shelved in several ways depending on the preferences of the library. While some libraries keep the multiple copies in a bag or container and have just one barcode for the whole set, other libraries barcode each book. Evergreen Indiana can accommodate both.

The easiest method would be to catalog the book club books under a separate volume in the holdings record. Perhaps use a prefix of "Book Club" rather than FIC or Fiction to distinguish them from the other copies. Then each item can be barcoded under that volume. Patrons could have holds placed on each item, as many as they need.

If the library wants to keep the multiple copies together as a set, in a container or bag, they can be cataloged as a volume on the regular MARC record, as well. Hopefully the call number would reflect that it is a set of books. These sets should be made non-holdable so that patrons don't inadvertently receive them after placing a hold for a single copy. If the library wants to check out these books individually to patrons, they can check each one out "precat."

If the library has a set of books and additional materials, such as study guides, or discussion questions, in a container or bag, these should be cataloged as a kit on a separate MARC record.

One note of caution: If each book in this Book Club Kit were individually barcoded, patrons would be able to place holds on each individual book separately. If it is not the intent of the library to loan these books individually, rather than as a whole set of books

together, this should not be done. Either place barcodes on the books, but do not add them to the holdings record and use them to precat during circulation, or leave them unbarcoded and attach a temporary barcode at the time of circulation.

Cataloging Kits in Evergreen Indiana

If one of the items in a group of items sold as a package seems to be the primary material, base the catalog record on that item. If the kit contains media and a book which seem to be of equal importance, prefer the media as the most important item.

Here are a few examples:

A book which comes with a CD in the back of the book:

100 1_ $a Canyon, Christopher.
245 10 $a John Denver's Grandma's feather bed / $c adapted and illustrated by Christopher Canyon.
246 30 $a Grandma's feather bed
250 __ $a1st ed.
260 __ $a Nevada City, Calif. : $bDawn Publications, $c c2007.
300 __ $a 1 v. (unpaged) : $b ill. ; $ c28 cm. + $e 1 sound disc (digital ; 4 3/4 in.)
520 __ $a A picture book adaptation of the song written by Jim Connor, and made popular by John Denver, which celebrates the fun of visiting grandmother's house. Includes facts about Connor and Denver, their grandparents, and their music.
650 _0 $a Children's songs $z United States $v Texts.
650 _1 $a Beds $v Songs and music.
700 1_ $a Denver, John.
700 1_ $a Connor, Jim, $d 1938-

A book and sound recording which come in a bag and both are equally important:

100 1_ $a Creech, Sharon.
245 12 $a A fine, fine school $h [sound recording] / $c by Sharon Creech.
260 __ $a Pine Plains, N.Y. : $b Live Oak Media, $c p2003.
300 __ $a 1 sound cassette : $b analog + $e 1 book (1 v. (unpaged) : col. ill. ; 29 cm.).
508 __ $a Music, Chris Obie.
511 0_ $a Narrated by Harry Bliss.
518 __ $a Recorded at ACME Recording Studios, Mamaroneck, N.Y.
520 __ $a When a principal loves his school so much that he wants the children to attend classes every day of the year, it's up to his students to show him free time is a good thing, too.
650 _1 $a Schools $v Fiction.
650 _1 $a School principals $v Fiction.
650 _0 $a Schools $v Juvenile fiction.
650 _0 $a School principals $v Juvenile fiction.

700 1_ $a Bliss, Harry, $d 1964-

Cataloging Books on CD in Evergreen Indiana

When a library and regular (trade) edition of a book on CD is available, the two editions of the title should be on separate MARC records in accordance with cataloging rules for edition statements, even if the two editions of the book on CD are identical except for the ISBN and the edition statement. This benefits EI libraries, since frequently availability of replacement discs depends on the edition purchased. Separate records make it more immediately evident which edition a library has.

Each edition will have its own ISBNs which should be recorded in the 020 fields of the record. There will generally be no edition statement for the regular edition of the title in the MARC records, since there is usually no edition statement on the CDs or the container. However, there should be a 250 field in the MARC record for the Library edition of the title since in most cases it does appear on the container.

You may find that some bibliographic records have ISBNs for both editions. When importing records, please be careful to choose the correct record based on the edition statement, and delete the ISBNs for the edition which do not apply to your copy.

If there is a record already in Evergreen Indiana with the ISBNs of both editions, try to determine whether the record is for the regular or library edition. This may be difficult, since the existing record may have been edited, so it may no longer have the correct edition statements. Doing Z39.50 searches for both ISBNs to compare the EI record with other records for these items can be helpful. If you need assistance with this, contact one of the members of the cataloging committee.

Once you've determined which edition the record is for, delete the ISBNs for the other edition and make sure any edition statement is correct. If the EI catalog record is the right one for your item, add your holdings. If not, import the correct record to add your holdings. Then notify any libraries which have holdings on the record you changed so they can check their items to make sure they are attached to the correct record.

Examples for both library and regular edition records are shown below:

Library edition of the book on CD:

```
007    sd fungnn|||ed
040    BTCTA ‡c BTCTA ‡d CLE ‡d OCLCA
020    9781441813688
020    1441813683
043    n-us-tx
100 1  Brown, Sandra, ‡d 1948-
245 10 Where there's smoke ‡h [sound recording] / ‡c Sandra Brown.
```

246 3 Where there is smoke
250   Library ed.
260   Grand Haven, MI : ǂb Brilliance Audio, ǂc p2009.
300   14 discs (16 hr., 44 min.) : ǂb digital ; ǂc 4 3/4 in.
490 1 BrillianceAudio on compact disc
511 0 Performed by Natalie Ross.
500   Unabridged.
500   Compact discs.
520   When Lara opens up a medical practice in a small town, the local oil tyrant plans to ruin her business--unless she can find the secret to destroy his empire
650 0 Women physicians ǂv Fiction.
650 0 Oil industries ǂz Texas ǂv Fiction.
650 0 Man-woman relationships ǂv Fiction.
651 0 Texas ǂv Fiction.
655 7 Audiobooks. $2 lcgft
655 7 Love stories. ǂ2 gsafd
700 1 Ross, Natalie.
830 0 Brilliance Audio on compact disc.

Regular edition of the book on CD:

007   sd fungnn|||ed
040   RECBX ǂc RECBX
020   9781441813671
020   1441813675
043   n-us-tx
050 14 PS3552.R718 ǂb W46 2009b
082 04 813/.54 ǂ2 22
049   RGPA
100 1   Brown, Sandra, ǂd 1948-
245 10 Where there's smoke ǂh [sound recording] / ǂc Sandra Brown.
246 3   Where there is smoke
260   Grand Haven, MI : ǂb Brilliance Audio, ǂc p2009.
300   14 sound discs (16 hr., 44 min.) : ǂb digital ; ǂc 4 3/4 in.
490 1 Brilliance Audio on compact disc
51 10 Read by Natalie Ross.
500   Title from container.
500   Unabridged.
500   Compact discs.
520   When Lara opens up a medical practice in a small town, the local oil tyrant plans to ruin her business--unless she can find the secret to destroy his empire.
 650 0 Women physicians ǂv Fiction.
650   0 Oil industries ǂv Fiction.
651   0 Texas ǂv Fiction.
655   7 Audiobooks. $2 lcgft
655   7 Love stories. ǂ2 gsafd

700 1 Ross, Natalie.
830 0 Brilliance Audio on compact disc.

Although the records appear to be identical, there are not since there is a 250 field in the library edition and the ISBN and OCLC numbers are all different.

Cataloging Playaways in Evergreen Indiana

Playaways are cataloged on the sound recording format. The form element in the fixed field should be recorded as "s" to indicate that the Playaway is an electronic device. The General Material Designator (GMD) should always be [electronic resource]. The size in the 300 field should be given in inches, not centimeters. Information about the batteries and the earphones belongs in a 500 field and not in the 300 field. There should always be a 655 field for Audiobooks in the MARC record. The statement on whether the Playaway is abridged or unabridged belongs in a 500 note unless the words "version" or "edition" are used on the Playaway itself, in which case an edition statement should be included in the 250 field.

Please note that the arrangement for the fields in the example below comes from the AACR2 cataloging rules and the information provided by the OLAC (OnLine Audiovisual Catalogers) documentation on cataloging Playaways.

008   090626r20092008ohunnnnes   f n eng d
006   m   e   h
007   cz nza||||||||
007   sz zunznnnznzu
040   PLAYA ǂc PLAYA
020   9781615456208
020   1615456201
028 02 4731 ǂb Playaway Digital Audio
092   PLAYAWAY FIC ǂb Woodsmal
049   RGPA
100 1_ Woodsmall, Cindy.
245 10 When the heart cries ǂh [electronic resource] / ǂc Cindy Woodsmall.
260 __ [Solon, Ohio] : ǂb Playaway Digital Audio : ǂb [Manufactured and distributed by] Findaway World, LLC, ǂc c2009.
300   1 sound media player (8 hr., 15 min.) : ǂb digital ; ǂc 3 3/8 x 2 1/8 in.
490 1_ Sisters of the quilt ; ǂv bk. 1
500   Earphones and AAA battery are required.
500   Title from Playaway label.
511 0_ Read by Jill Shellabarger.
500   Previously released by Oasis Audio LLC, p2008.
500   Unabridged.
500   Issued on Playaway, a dedicated audio media player.

520   Hannah Lapp agrees to marry Paul Waddell, a Mennonite college student, even though her Pennsylvania Amish family will disapprove. Following their engagement, Paul leaves for school, and Hannah is raped by a stranger. Hannah attempts to cope while keeping the attack secret from Paul and her community.
650 _0 Amish ǂv Fiction.
650 _0 Rape victims ǂv Fiction.
655 _7 Christian fiction. ǂ2 gsafd
655 _7 Love stories. ǂ2 gsafd
655 _7 Audiobooks. $2 lcgft
700 1_ Shellabarger, Jill.
710 2_ Oasis Audio (Firm)
710 2_ Playaway Digital Audio.
710 2_ Findaway World, LLC.
800 1_ Woodsmall, Cindy. ǂt Sisters of the quilt ; ǂv bk. 1.

For more information on how to catalog Playaways, please refer to the following:

http://www.olacinc.org/drupal/capc_files/playawaysPDF.pdf

Cataloging MP3-CD audiobooks in Evergreen Indiana

MP3-CD audiobooks are cataloged on the sound recording format. The form element in the fixed field should be recorded as "s" to indicate that the MP3 is an electronic device. However, bibliographic records for audiobooks recorded in MP3-CD format are similar to records for sound recordings on a standard CD.

Like audiobooks recorded on a standard CD, the GMD in the 245 field is [sound recording] and there should always be a 655 field indicating Audiobooks.

Differences are in the 300, 500, and 538 fields where the format is identified as MP3 and system requirements are explained. A second 655 field is added to further identify the record as a MP3 recording.

Sample fields for a MP3-CD recording:

245 10 Cross roads ǂh[sound recording] / ǂcFern Michaels.

300   1 sound discs (8 hr., 59 min.) : ǂbdigital, MP3 ; ǂc4 3/4 in.

538   System requirements: CD/MP3 player, or PC with MP3-capable software.

500   Compact disc, MP3 format.

655   7 Audiobooks. $2 lcgft

655   0   MP3 (Audio coding standard)

Look for the Audiobook Standards and Daisy logos on the disc surface. If found, the correct 538 and 500 fields are:

538   System requirements: CD/MP3 player, or PC with MP3-capable software. Audiobook and Daisy Standards compatible player recommended.

500   Compact disc, MP3 format. Audiobook and Daisy Standards compatible.

Here is an example of a record for a MP3 audiobook.

007   sd fsngnnmmned
020   9781441818850
020   1441818855
082 04 813.6 ǂb 22
100 1_   Michaels, Fern.
245 10   Cross roads ǂh [sound recording] / ǂc Fern Michaels.
246 3_   Crossroads
250 __   Library ed.
260 __   Grand Haven, Mich. : ǂb Brilliance Audio, ǂc p2010.
300 __   1 sound discs (8 hr., 59 min.) : ǂb digital ; ǂc 4 3/4 in.
490 1_   Sisterhood
490 1_   Brilliance Audio on MP3-CD
511 0_   Read by Laural Merlington.
500 __   Unabridged.
500 __   Compact disc.
538 __ System requirements: CD player or PC with MP3 playback capability.
520 __   It's been a year and a half since the Sisterhood received their presidential pardons, but freedom has come at a price. The lucrative positions handed out to them by the mysterious Global Securities have scattered them around the world. But a happy homecoming at the old Virginia farmhouse is marred by the hijacking of Nikki and Kathryn's private jet. It seems their few fellow passengers are not ordinary travelers, but an elite group of Interpol agents who urgently need the Sisterhood's help.
650 _0 Revenge ǂv Fiction.
650 _0 Friendship ǂv Fiction.
650 _0 Female friendship ǂv Fiction.
650 _0 Hijacking of aircraft ǂv Fiction.
655 _7 Suspense fiction. ǂ2 gsafd
655 _7 Audiobooks. $2 lcgft
655 _0 MP3 (Audio coding standard)
700 1_ Merlington, Laural.
800 1_ Michaels, Fern. ǂt Sisterhood.
830 _0 Brilliance audio on MP3-CD.

Cataloging Videos on DVDs and Blu-Ray discs in Evergreen Indiana

DVD-Video discs require either a DVD player or a DVD computer drive with DVD player software. DVDs will also play in a Blu-ray player. Blu-ray Discs require a Blu-ray player, and will not play on a standard DVD player. Any special equipment needed for playback should be noted. This information is commonly found on the packaging, either stated in text or in the form of a logo.

Since Blu-Ray discs require a special player and are formatted differently, there should be separate MARC records for DVDs and Blu-Ray discs in Evergreen Indiana. In many ways, this is similar to the old question concerning video tapes which used to be available on both VHS and Beta. The tapes played on different types of video recorders, were different widths and required different MARC records for cataloging purposes.

The guidelines used for the order and formatting of the notes come from both AACR2 cataloging rules and OLAC (On-Line Audiovisual Catalogers) guidelines.

In Evergreen Indiana, we recommend that catalogers put [Blu-ray version] in the 250 to make the record for Blu-Ray discs more easily distinguishable for the patrons.

250 __ $a[Blu-Ray version].
250 __ $aSpecial ed., [Blu-Ray version].

Publishers commonly package titles in sets that include both the DVD and the Blu-Ray disc. If possible, we recommend that the two discs be separated and put on separate MARC records since both discs will not play on the same type of machine. Separate records are clearer for patrons and make it easier to place holds.
If the set has does not have individual UPCs and/or ISBNs for each disc, then enter the set ISBN and UPC into both of the records.
The ISBNs must be entered into 020 subfield z, rather than subfield a to prevent mis-merges.

If existing MARC records for the individual DVD and Blu-ray discs match the content of your discs, you may use those records for your copies, rather than creating new ones. This should only be done if all content is the same, including bonus material and language options. The ISBN and UPC codes for the set can then be added to the MARC records, with the ISBNs for the set entered into 020 subfield z to prevent mis-merges.

Below are examples of the same title on DVD and on Blu-Ray.

DVD:

007   vd cvaizq
040   TEFMT ǂc TEFMT ǂd TEF ǂd TEFMT
024 1_ 013132137094

028 42 ZOV21370 ǂb Anchor Bay Entertainment
028 42 OV21370 ǂb Anchor Bay Entertainment
041 1_ eng ǂj spa ǂj eng ǂh eng
043 __ n-us---
049 __ RGPA
245 04 The men who stare at goats ǂh [videorecording] / ǂc Overture Films presents in association with Winchester Capital and BBC Films a Smokehouse/Paul Lister production ; produced by Paul Lister, George Clooney, Grant Heslov ; screenplay by Peter Straughan ; directed by Grant Heslov.
260 __ Beverly Hills, CA : ǂb Distributed by Anchor Bay Entertainment, ǂc [2010]
300__ 1 videodisc (94 min.) : ǂb sd., col. ; ǂc 4 3/4 in.
538 __ DVD; region 1; anamorphic widescreen (2.35:1) presentation; Dolby Digital 5.1; NTSC.
546 __ English subtitles for the deaf and hard of hearing.
546 __ Language track in English, with optional Spanish subtitles.
500__ Title from container.
511 1_ George Clooney, Jeff Bridges, Ewan McGregor, Kevin Spacey.
508 __ Director of photography, Robert Elswit ; editor, Tatiana S. Riegel ; music by Rolfe Kent ; costume designer, Louise Frogley ; production designer, Sharon Seymour.
500 __ Inspired by the book by Jon Ronson.
500 __ Originally released as a motion picture in 2009.
521_8 MPAA rating: R; for language, some drug content and brief nudity.
520 __ Reporter Bob Wilton is trying to lose himself in the romance of war after his marriage fails. He gets more than he bargains for when he meets a special forces agent who reveals the existence of a secret, military unit whose goal is to end war as we know it. With unparalleled psychic powers, they can read the enemy's thoughts, pass through solid walls, and even kill a goat by simply staring at it. Now, the founder of the unit has gone missing and the trail leads to another psychic soldier who has distorted the mission to serve his own ends.
500__ Special features include: "Goats declassified: the real men of the First Earth Battalion" featurette; "Project 'Hollywood:' a classified report from the set" featurette; Audio commentaries; Character bios; Deleted scenes.
650 _0 Reporters and reporting ǂz United States ǂv Drama.
610 10 United States. ǂb Army ǂx Military life ǂv Drama.
650 _0 Parapsychology ǂx Military aspects ǂv Drama.
650 _0 Psychics ǂz United States ǂv Drama.
610 10 United States. ǂb Army ǂx Search and rescue operations ǂv Drama.
650 _0 Comedy films.
655_ 0 War films.
655 _0 Feature films.
655 _0 Fiction films.
700 1_ Lister, Paul.
700 1_ Clooney, George.
700 1_ Heslov, Grant, ǂd 1963-
700 1_ Straughan, Peter.
700 1_ Bridges, Jeff, ǂd 1949-

700 1_ McGregor, Ewan, ‡d 1971-
700 1_ Spacey, Kevin.
700 1_ Ronson, Jon, ‡d 1967- ‡t Men who stare at goats.
710 2_ Overture Films.
710 2_ Winchester Capital (Firm)
710 2_ BBC Films.
710 2_ Smokehouse Pictures (Firm)
710 2_ Anchor Bay Entertainment, Inc.

Blu-Ray:

006   m   c
007   vd csaizq
007   co cga||||||||
040   TEFMT ‡c TEFMT ‡d TEF ‡d TEFMT
024 1_ 013132137391
028 42 ZBD21373 ‡b Anchor Bay Entertainment
041 1_ eng ‡j spa ‡j eng ‡h eng
043   n-us---
050 14 PN1997.2 ‡b .M46 2010
082 04 791.43/72 ‡2 22
049 RGPA
245 04 The men who stare at goats ‡h [videorecording] / ‡c Overture Films presents in association with Winchester Capital and BBC Films a Smokehouse/Paul Lister production ; produced by Paul Lister, George Clooney, Grant Heslov ; screenplay by Peter Straughan ; directed by Grant Heslov.
250   Special ed., [Blu-Ray version].
260   Beverly Hills, CA : ‡b Distributed by Anchor Bay Entertainment, ‡c [2010]
300   1 videodisc (94 min.) : ‡b sd., col. ; ‡c 4 3/4 in.
538   Blu-ray disc, widescreen presentation; Dolby Digital, 1080p High Definition; requires Blu-ray player.
546 __ English subtitles for the deaf and hard of hearing.
546 __ Language track in English, with optional Spanish subtitles.
500 __ Title from container.
511 1_ George Clooney, Jeff Bridges, Ewan McGregor, Kevin Spacey.
508 __ Director of photography, Robert Elswit ; editor, Tatiana S. Riegel ; music by Rolfe Kent ; costume designer, Louise Frogley ; production designer, Sharon Seymour.
500 __ Inspired by the book by Jon Ronson.
500 __ Originally released as a motion picture in 2009.
521 8_ MPAA rating: R; for language, some drug content and brief nudity.
520 __ Reporter Bob Wilton is trying to lose himself in the romance of war after his marriage fails. He gets more than he bargains for when he meets a special forces agent who reveals the existence of a secret, military unit whose goal is to end war as we know it. With unparalleled psychic powers, they can read the enemy's thoughts, pass through solid walls, and even kill a goat by simply staring at it. Now, the founder of the unit has

2.42

gone missing and the trail leads to another psychic soldier who has distorted the mission to serve his own ends.

500 __ Special features include: "Goats declassified: the real men of the First Earth Battalion" featurette; "Project 'Hollywood:' a classified report from the set" featurette; Audio commentaries; Character bios; Deleted scenes.

650 _0 Reporters and reporting ‡z United States ‡v Drama.

610 10 United States. ‡b Army ‡x Military life ‡v Drama.

650 _0 Parapsychology ‡x Military aspects ‡v Drama.

650 _0 Psychics ‡z United States ‡v Drama.

610 10 United States. ‡b Army ‡x Search and rescue operations ‡v Drama.

655 _0 Comedy films.

655 _0 War films.

655 _0 Feature films.

700 1_ Lister, Paul.

700 1_ Clooney, George.

700 1_ Heslov, Grant, ‡d 1963-

700 1_ Straughan, Peter.

700 1_ Bridges, Jeff, ‡d 1949-

700 1_ McGregor, Ewan, ‡d 1971-

700 1_ Spacey, Kevin.

700 1_ Ronson, Jon, ‡d 1967- ‡t Men who stare at goats.

710 2_ Overture Films.

710 2_ Winchester Capital (Firm)

710 2_ BBC Films.

710 2_ Smokehouse Pictures (Firm)

710 2_ Anchor Bay Entertainment, Inc.

For more information, please use the following URL:

http://www.olacinc.org/drupal/capc_files/DVD_guide_final.pdf

Duplicate Serial records in Evergreen Indiana

Due to a glitch with the Evergreen software which will not allow more than 2000 item holdings to attach to a MARC record, the Evergreen Indiana Cataloging Committee has decided to allow duplicate serial records for some magazine titles. These include the weekly magazines, such as Newsweek, Time, U.S. News and World report and People among others. With 52 issues per year multiplied by the number of libraries in the consortium, the total holdings in the consortium would reach the magic 2000 total before very many months passed. In addition to this, some libraries choose to keep back issues, which also added to the total number of holdings. For this reason the Cataloging Committee decided to put duplicate records for some of these magazines in the Evergreen Indiana database and ask member libraries to choose one of the bibliographic records for adding their holdings.

After several discussions on how to assign libraries to the various records, it was decided to just ask each library to pick a record and begin attaching their holdings for the magazine. The Evergreen Indiana Cataloging Committee is suggesting that each library look at the libraries attached to the various records for these titles and think about attaching your holdings to the MARC record to which other libraries in your part of the state are also attached. This would lead to a region grouping of libraries on each magazine's duplicate MARC records.

This is a temporary solution until we see if the glitch can be fixed. **Until there is a permanent fix to this solution, please do NOT merge any serial records at all**. The Evergreen Cataloging Committee will notify member catalogers through the listserv if this changes and records could be merged.

Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)

It is each library's decision as to whether or not they will add records to Evergreen for these types of items. If records are added, the library has a choice as to whether or not to actually add holdings to the records. The recommended method for cataloging the items is not to add a holding.

Adding records with no holdings (Recommended method)

Evergreen allows adding a $9 to the 856 field (aka Located URIs). This subfield contains your library's Evergreen location code and will restrict search and display of entirely electronic records (i.e. those with no holdings) to the location named. In other words, even though your library has no actual holding on the record, it will still show up in search results when your patrons perform a search that is limited to their home library.

Each bibliographic record may contain multiple 856 $9 entries each with different library-specific information. When your patrons perform a search that is limited to their home library, the Evergreen location code in the 856 $9 will allow the search results to include that MARC record.

Example

846 40 $uhttp://incolsa.lib.overdrive.com/ContentDetails.htm?ID=C4E0DA70-7DDE-4C9C-82CE-4DD136A1BB21 *$9WWPLW* $zWestfield-Washington Township Public Library users Click here to access this digital book

Again, the 856 $z field should alert the patron that the item is downloadable and may only be available to patrons at a certain library or libraries.

Please note that when merging remote access records, it is imperative that all 856 fields are transferred to the new record to ensure that patrons who have access to the subscription are aware of that access.

For more information on the 856 field, please see either p. 2.26-2.29 or p. 3.23-3.25 of the Procedures Manual.**Adding holdings to remote access records with dummy barcode method (Legacy method)**

We are not currently set up in Evergreen Indiana to auto-generate barcodes. Libraries can, however, use "dummy barcodes" to attach to the records. A library using this method should create a range beyond its existing physical barcode sequences to avoid duplicate barcodes.

The 856 field should have a $z which will alert the patron that the item is downloadable and may be available only to certain patrons.

Example

846   40 $uhttp://incolsa.lib.overdrive.com/ContentDetails.htm?ID=C4E0DA70-7DDE-4C9C-82CE-4DD136A1BB21*$zLebanon Public Library users Click here to access this digital book*